

**ARIZONA STATE SCHOOLS FOR THE DEAF AND THE BLIND
POSITION DESCRIPTION**

POSITION TITLE: MASTER LIVE-IN
Extended School Day Program

POSITION LOCATION: ASDB-Tucson

POSITION REPORTS TO: Director of Student Life

POSITION SUPERVISES: None

MINIMUM QUALIFICATIONS: One year of successful experience as a Live-in; expressive and receptive sign language skills.

PREFERRED QUALIFICATIONS: Supervisory experience; two years as a Live-in working with students; excellent expressive and receptive sign language skills; CIT training; CPR certification and/or life saving techniques; experience/course work with students having multiple disabilities.

MAJOR DUTIES AND RESPONSIBILITIES: Monitor presence of staff on their assigned duty shifts; be available to all live-in staff to provide assistance, make decisions, and deal with emergencies; safely lift and transfer non-ambulatory students; report on staff performance to the Dean and Principal; conduct employee conferences and evaluations as needed; provide leadership and feedback to staff on behavior management programs and the handling of individual problems; assume responsibility for supervision of students or reassign staff to cover a residence hall in the event of staff absence; conduct regular staff meetings with live-ins; train new live-in staff; ability to provide direction and supervision to staff; any other related duties as assigned.

SPECIAL CONDITIONS/REQUIREMENTS: Must utilize appropriate personal protective equipment as required.

PAY PLAN: Contract

FLSA: Exempt

DATE: Revised: 7/2006